

DIRECTOR OF FIRE PREVENTION

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the highest position in the fire department division responsible for fire prevention code enforcement and fire investigation. The director may personally take part in regular fire inspections and investigations of fires, but is also directly responsible for all administrative duties associated with the bureau. The employee of this class supervises all lower ranking employees of the bureau, oversees all records-keeping functions, produces reports as required by the department, maintains budgetary control of the bureau, and works with the department head to integrate the work of the bureau with all other department divisions. As in the lower ranking classes of the division, some risk is associated with the fire investigation duties and the employee of this class may be required to carry and operate a firearm. The director of fire prevention reports directly to and has work reviewed by the fire chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Supervises all employees assigned to the fire prevention bureau; reviews records and reports produced, discusses work performance with, and provides technical advice and assistance in work problems to subordinates; schedules training for and personally provides training to employees of the bureau; evaluates work performance of subordinates and recommends disciplinary action when needed; keeps personnel records for bureau employees;

Orders all equipment and supplies for the bureau; prepares budget for the bureau; keeps all records and prepares all reports required of the director of the bureau;

Recommends new fire prevention ordinances or revisions of existing ordinances as necessary;

Inspects scene of fires to determine cause and origin of fire; works with designated law enforcement personnel; searches for, collects, labels, and protects the chain of custody of evidence; talks with witnesses and informants and searches records and any other sources of information to locate suspects

in arson cases;

Gives talks, lectures, demonstrations on fire prevention subjects to schools, clubs, etc.; answers questions on fire prevention for the public by phone or in person; replies to correspondence concerning fire prevention problems; consults with institutions or large companies on fire prevention problems;

Inspects schools and institutional buildings; checks for violations of fire codes; discusses inspections with building owner/manager; makes recommendations for the correction of fire hazards; issues warnings for uncorrected violations; takes legal steps necessary to deal with uncorrected violations; testifies in court when required;

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application to the test.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Must be a regular and permanent employee in good standing in the class of Assistant Director of Fire Prevention.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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